

Evaluation

Trainee Name (print): _____

Self-Evaluation

(to be completed by trainee)

Legend:

- ▶ *Competent:* Able to perform the job correctly without assistance
- ▶ *Not competent:* Trained but cannot do the job without assistance
- ▶ *Minimal or no exposure:* Needs training to become competent

I am able to complete the following jobs to the level of competence marked below:

Competent

Not competent

Minimal or
no exposure**Interview and Hiring**

Develop a plan for determining hiring needs

☐☐☐

Prepare for and conduct performance appraisal for employee

☐☐☐

Comments:

Schedule Writing / Understanding VLM

Complete VLM Training

☐☐☐

Complete a schedule for ALE

☐☐☐

Comments:

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Evaluation

Trainee Name (print): _____			
Self-Evaluation (to be completed by trainee)			
Legend: ▶ <i>Competent:</i> Able to perform the job correctly without assistance ▶ <i>Not competent:</i> Trained but cannot do the job without assistance ▶ <i>Minimal or no exposure:</i> Needs training to become competent I am able to complete the following jobs to the level of competence marked below:	Competent	Not competent	Minimal or no exposure
Evaluation			
Spend three days as the ALE Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Apparel Assistant

Training manager name: _____

Date of evaluation: _____

Trainee Name (print): _____			
Performance Evaluation (to be completed by training manager)			
Legend: ▶ <i>Competent</i> : Able to perform the job correctly without assistance ▶ <i>Not competent</i> : Trained but cannot do the job correctly without assistance ▶ <i>Minimal or no exposure</i> : Needs training to become competent Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:	Competent	Not competent	Minimal or no exposure
Customer Service			
Reinforce Service Plus standards with internal Customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify ways you can work with other departments to reduce shrink, increase sales, and increase productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Reports			
Run and/or Read and follow-up on the Profit and Loss Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run and/or Read and follow-up on the Suspend/Retrieve and Override Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run and/or Read and follow-up on the Price Adjustment Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Evaluation

Trainee Name (print): _____			
Performance Evaluation (to be completed by training manager)			
Legend: ▶ <i>Competent</i> : Able to perform the job correctly without assistance ▶ <i>Not competent</i> : Trained but cannot do the job correctly without assistance ▶ <i>Minimal or no exposure</i> : Needs training to become competent	Competent	Not competent	Minimal or no exposure
Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:			
Interview and Hiring			
Develop a plan for determining hiring needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare for and conduct performance appraisal for employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Schedule Writing / Understanding VLM			
Complete VLM Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete a schedule for ALE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Apparel Assistant

Trainee Name (print): _____			
<h2 style="margin: 0;">Performance Evaluation</h2> <p style="margin: 0;">(to be completed by training manager)</p>			
Legend: <ul style="list-style-type: none"> ▶ <i>Competent:</i> Able to perform the job correctly without assistance ▶ <i>Not competent:</i> Trained but cannot do the job correctly without assistance ▶ <i>Minimal or no exposure:</i> Needs training to become competent <p>Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:</p>	Competent	Not competent	Minimal or no exposure
Programs			
Implement the _____ Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participate in the _____ program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete Cashier Customer Service Audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Evaluation

Trainee Name (print): _____			
Performance Evaluation (to be completed by training manager)			
Legend: ▶ <i>Competent:</i> Able to perform the job correctly without assistance ▶ <i>Not competent:</i> Trained but cannot do the job correctly without assistance ▶ <i>Minimal or no exposure:</i> Needs training to become competent Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:	Competent	Not competent	Minimal or no exposure
Evaluation			
Spend three days as the ALE Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Apparel Assistant

Approved by

Training Manager's Signature

Store Director's Signature

Regional Sales Supervisor's Signature

Date

Evaluation

CHAPTER 8 NEXT STEPS

By completing the ALE Assistant training, you have taken an important step in your career. The next step is to move into the position assigned to you by your regional supervisor and begin applying for posted ALE Assistant openings.

Here are some things you should do to make your transition into your new position — and the rest of your career — as smooth as possible:

- ☐ Contact your new manager to discuss your role in the department. If possible, arrange to have a face-to-face meeting before you report to work.
- ☐ Follow-up with your new manager to make sure you get all the appropriate passwords and keys you will need to do your job.
- ☐ Begin looking at job postings on the job board, on OV, or FMinfo. Make it a habit to stay informed about upcoming positions.
- ☐ Talk with your regional supervisor to discuss possible future openings and opportunities.

Next Steps